CAPTAIN'S CAREER COURSE

CONDUCT CHANGE OF COMMAND INVENTORY

MOTIVATOR

Sometime during your military career you will be assigned the duty and responsibility of being a Primary Hand Receipt Holder. You will be expected to perform the tasks required of that position. This awareness training lesson will provide you the necessary knowledge needed for you to accomplish this mission. Your attention to this lesson will enhance your duty performance.

TERMINAL LEARNING OBJECTIVE

- **ACTION:** Change of Primary Hand Receipt Holder Inventory.
- **CONITIONS:** You are assigned to an organization as the new primary hand receipt holder. You have to conduct a 100 percent inventory prior to signing your hand receipt. You must determine when and how to conduct a change of primary hand receipt holder inventory. You will identify pre-inventory, inventory, and reconciliation procedures of the inventory. A logistician specializing in the supply field will be present to assist you,
- **STANDARD: Obtain 100% accountability, IAW DA Pam 710-2-1.**

SAFETY, RISK, AND ENVIRONMENTAL CONCERNS

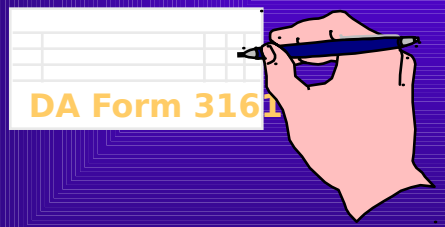
- **Safety Requirements**
  None
- **Risk Assessment Level**
  Low
- **Environmental Considerations**
  None

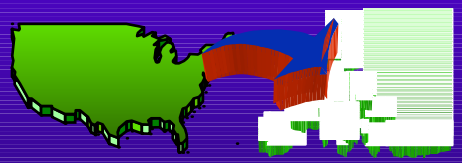
PRIMARY REFERENCES

- Update 2-14, Unit Supply Update 14
- Update 10-3, Physical Security Update
- AR 190-13, The Army Physical Security Program

INVENTORY CONDITIONS

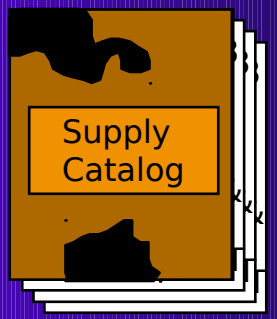
- Change of duty assignment
- Absence of hand receipt holder more than 30 calendar days
- Change of unit assignment
- When requested by commander

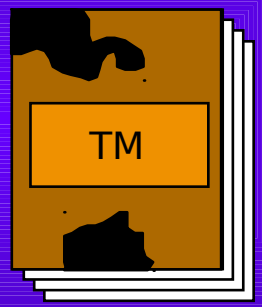


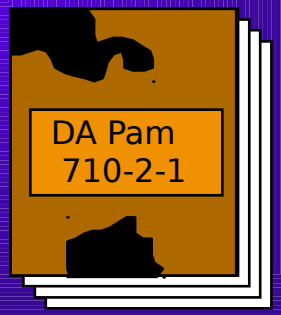


PUBLICATIONS LIST

- Hand receipts
- Army Regulation 735-5
- Army Regulation 310-49
- DA Pamphlet 710-2-1
- DA Pamphlet 25
- Technical manua
- Supply catalogs

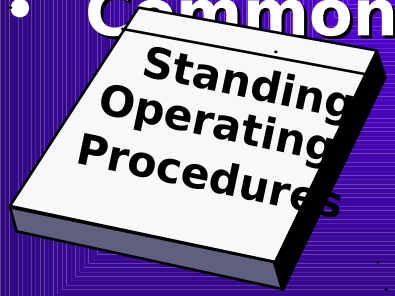


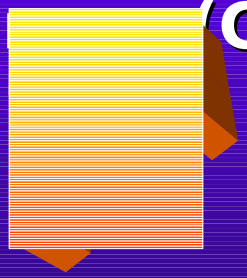


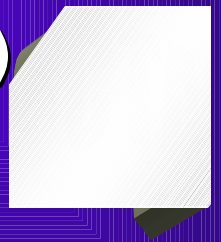


PUBLICATIONS LIST

- Standing Operating Procedures (SOP)
- Modified Table of Organization and Equipment (MTOE)
- Table of Distribution and Allowances (TDA)
- Common Table of Allowances (CTA)

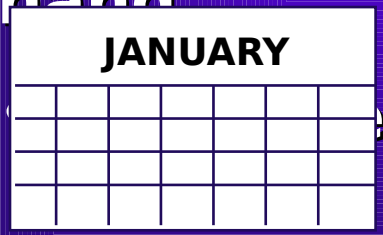






PRE-INVENTORY PROCEDURES

- Plan the inventory
- Update hand receipt
- Determine items and equipment to inventory
- Ensure current publications are on hand



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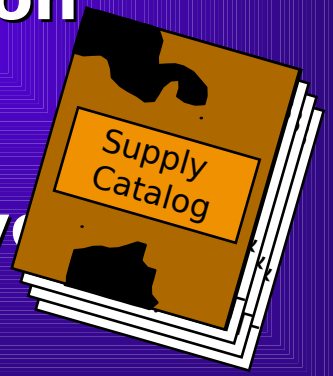
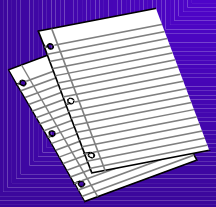


INVENTORY PROCEDURES

- Physically count supplies and equipment
- Check the item for completeness
  - Use TMs or SCs
  - Make sure shortages are listed on Shortage Annex
    - Basic Issue Item (BII)
    - Component of End Item (COEI)
    - Additional Authorization List (AAL)

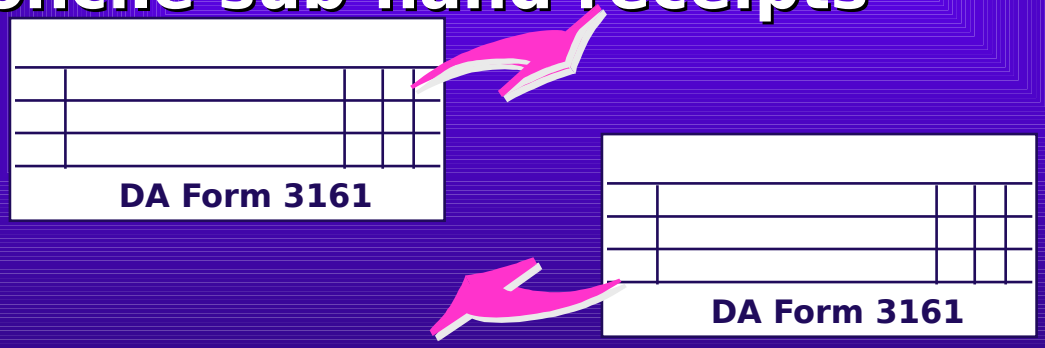
INVENTORY PROCEDURES

- Verify serial number
- Verify item on work order
- Inspect serviceability



RECONCILIATION CHECKILIST (UNIT)

- Identify shortages
- Identify overages
- Cross level overages within the unit
- Reconcile sub-hand receipts



RECONCILIATION CHECKILIST (PBO)

- Verify hand receipt change documents
- Turn-in overages
- Prepare adjustment documents
- Update Shortage Annex
- Reconcile sub-hand receipts
- Sign hand receipt

SUMMARY

- Inventory conditions
- Publications
- Pre-inventory procedures
- Inventory procedures
- Reconciliation checklists